career opportunity

California Department of Technology

Rates and Cost Recovery Section/Financial Management Branch
Administration Division
Staff Information Systems Analyst (Staff ISA) (Specialist)
$5,166 - $6,793
Final File Date: 1/7/2015

Who Are We?

Operating within the California Department of Technology, the Administration Division provides critical administrative support to all of the department's divisions and offices. We provide the correct staffing resources and the funding needed to meet the service delivery and support requirements of our 500 state, county, and federal customers. We are on the front lines of providing many important services the department depends on, including budgeting, rates development, accounting, financial reporting, facilities management, procurement, and human resources.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We value the importance of your work life balance. As a result, many of our positions allow for telework, flextime, or alternate work week schedules. We are committed to growing all of our talented staff. We are located in the Rancho Cordova area and offer free parking.

What you'll be doing…

As the Staff Information Systems Analyst (Staff ISA) (Specialist), under general supervision of the Data Processing Manager II (DPM II), you will perform analysis and recommendations for new billing rates; prepare financial reports and forecasts; gather, analyze, troubleshoot and report anomalies of the data collection systems to support the chargeback system with data originating from a variety of system platforms such as mainframe, midrange, vendor-supplied files, web services, disk storage, tape library, and network services. As the Staff ISA (Specialist) you will be the liaison between the technical staff, and the IBM's TUAM billing software staff in support of numerous in-house software programs pivotal to the collection of billing information. The Staff ISA (Specialist) must be able to explain all billing data collection process methodologies, charges/rates development and application, and all customer invoice detail associated with the customers' use of the Department's resources.

For a more complete description of what your daily responsibilities will be, click on this link: (Staff Information Systems Analyst (Specialist)

Who we're looking for…

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- Must have a thorough understanding of the billing programs, software, policies and procedures for data collection, billing application and invoice generation.
- Must possess the technical understanding and scope of knowledge to make correct choices from alternatives associated with all services, utilization metrics and billing rates development.
- Ability to apply the available billing system processes to interpret and correct anomalies associated with billing and invoice generation.
- Superior quality and accuracy in performance is necessary to produce correct charges and invoices to Department of Technology customers, as the billing function within the department is one of the most specialized and visible customer-related functions within the department.
- Expertise in Windows Office products such as Excel, Word, Access, Visio, and PowerPoint.
- Experience in systems analysis.
- Experience in mainframe data collection methodologies.
- Creative, self-motivated and able to work with minimal instruction.
- Ability to communicate and work effectively and professionally with all levels of managers, staff, customer departments and private vendors.
- Excellent attendance and the ability to work extended hours.

How to Apply…

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY
P. O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Ann, RPA 14-128
Inquiries: Natividad Nevarez / 916-431-4286

When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.

If you are new to state service, you must take, pass, and place within a reachable rank of the exam which corresponds with the **Staff Information Systems Analyst (Specialist)** classification. These exams can be accessed at the California Department of Human Resources' website at http://www.jobs.ca.gov.

The Fine Print…

Applications will be accepted only from individuals currently at the **Staff Information Systems Analyst (Specialist)** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. Training and Development Assignments may be considered.